

Appointment Type: Permanent
Working Time: Part Time
Opening Date: 03-10-2010
Closing Date: 03-11-2010

Office Assistant 3

\$12.42 - \$16.03 Hourly, plus a comprehensive benefits package

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as an Office Assistant 3. This position is located at the Lincoln Park Work Release in Tacoma, Washington.

Agency Profile: The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement
- The fulfillment of public service

Agency Mission: To improve public safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,750 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov

Duties

This position reports to the Registered Nurse at Lincoln Park Work Release This position requires a 20 hour work week.

Multi-task, prioritize, and complete work assignments in a fast paced, detail oriented environment. Communicate effectively, internally and externally. Order, receive, and maintain clinic inventory following established procedures. Draft routine forms and letters; assemble reports; proofread reports material making corrections for sentence structure, spelling, grammar, and punctuation; Compose office correspondence such as requests for documentation and responses to requests for information; devise, evaluate and revise forms for internal use. Establish and maintain electronic or manual file systems or data base files; Log public disclosure requests according to state and federal disclosure laws; Assist the health care authority in gathering forms and data for Medicare applications; Assist in keeping logs for 1290 applications and other records as requested and or needed; Establish and maintain office files and systems for accuracy and efficiency; Enter health care data on OBTS HS according to established procedures, on a daily basis; Maintain confidentiality of information learned through job performance that is protected by Department of Corrections policy, federal or state law.

May require ability to sit or stand for extended periods of time. May be required to assemble, package, lift or relocate offender files for storage or sending out, that may weigh up to 40 pounds.

May be required to work around or directly with offenders in a work release setting.

All department facilities and vehicles are smoke free.

.Qualifications

Ability to type a minimum of 40 wpm.

Intermediate word processing and spreadsheet skills.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- All Department of Corrections' employees are fingerprinted for a criminal history background check
- All DOC facilities are smoke and/or tobacco free All Department of Corrections' employees are fingerprinted for a criminal history background check.
- Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.
- Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.
- This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.
- All DOC facilities are smoke and/or tobacco free

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

CORE COMPETENCIES

The Core Competencies for all Department of Corrections employees are: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please email Tracy.Wynder@doc.wa.gov

How to Apply

- Letter of interest addressing your experience and qualifications.
- Current resume
- Provide a list of three professional references, to include current supervisor with current addresses and phone numbers

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877)6641960 or Telecommunications Device for the Deaf (360) 6646211. For questions about this recruitment, please contact Tracy Wynder at Tracy.Wynder@doc.wa.gov .

To ensure consideration, completed application packets must be received by close of business Thursday, March 11, 2010 and should be e-mailed or faxed to:

- **Name: Tracy Wynder**
- **Number: 360-486-2218**
- **Fax Number: 360-407-3909**
- **Email address: Tracy.Wynder@DOC.WA.GOV**